

Know Your Member (KYM)



The Institute of Chartered Accountants of India

**Members & Students Services
(Grievance Handling and E-
Sahaayataa) Directorate**

Know Your Member (KYM)

ICAI Know Your Member (KYM) is a newly developed Form in which members are required to provide certain informations as desired in the KYM Form on an annual basis online through Self Service Portal login.


KYM form is available in Self Service Portal under ‘Member Functions’.

Kindly note that Member can make the Annual Fees payment only after submission of KYM Form.

However, Member need not wait for approval of KYM for Annual Fees Payment.

Login in Self Service Portal (SSP)

← → ↻ eservices.icai.org/per/g21/pub/1666/SelfServices/templates/Login%20Folder21052019122446/Login%20Folder/ICAI%20Phase%20II%20Login%20Page521052019... 🔒 📄 ☆ 📱



The Institute of Chartered Accountants of India
(Setup by An Act of Parliament)

[Click here To Download Admit Card For Foundation Exam June 2023](#)
[Click here To Download Admit Card For Intermediate Exam May 2023](#)
[Click here To Download Admit Card For Final Exam May 2023](#)

Sign In

User ID
<MRN / SRN>@icai.org or App Seq No

Password
Please Enter Password

[Forgot Password](#)

LOGIN

[First Time User \(New Student\)? Click Here](#)
[Don't Have a Login to SSP Yet? \(Existing Student/Members\) Click Here](#)

[f](#) [@](#) [t](#) [v](#) [in](#) [▶ Watch Video](#) [? How to Apply](#)

Windows | Type here to search | 📅 | 🌐 | 📁 | 📧 | 🌐 | 📄 | 📱 99+ | 📺 | 🌤️ 36°C Haze | 📶 | 🗣️ | 📄 4:03 PM 7/3/2023

KYM Form is available in Member Function Option – Step 1

The screenshot displays the ICAI member portal interface. At the top, the header includes the ICAI logo, the text 'THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (SETUP BY AN ACT OF PARLIAMENT)', and navigation links for Home, ICAI Digital Learning Hub, Change Password, and Logout. Below the header, a dark red banner contains membership details: Membership Status, Membership Type, Fellowship Date, COP Status (Held In Past), Membership Fees Paid Until (2022-23), Region (CENTRAL), Member Since, and Last COP Grant (N/A). A profile picture placeholder is visible on the left. The main content area features three columns of function categories: Member Functions, Article Functions, and Firm Functions. The 'Member Functions' category is highlighted with a red box and a red arrow pointing to it. A tooltip above the 'Member Functions' icon reads 'Click here to access all Member functions'. The 'Member Functions' list includes: Annual Payment / Fees, Certificate of Practice (Form 6), Employment/Engagement (Form 190A), Surrender Membership/COP, Organization Empanelment / Addition Form, and Member Request Form (Duplicate ID/Certificates and Good Standing). The 'Article Functions' list includes: Industrial Training Completion / Termination (Form 105), Articleship Completion (Form 108), Articleship Termination (Form 109/110/111), Auditship Completion (Form 114), and Auditship Termination (Form 114/115/116). The 'Firm Functions' list includes: Update/Surrender Firm GST Form, Change Request Form (Reconstitution/Change in Particulars), Network/Alliance Fresh Constitution (Form B), Network/Alliance Name change (Form B), Network/Alliance Name change (Form A), and Firm Name Approval (Form 117). The bottom of the screen shows a Windows taskbar with a search bar, various application icons, and system information including 36°C Haze, 4:23 PM, and 7/3/2023.

KYM Form is available in Member Function Option – Step 2 – after clicking on Member Function this page will appear

The screenshot displays the ICAI Member Module interface. The header includes the ICAI logo and the text "THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (SETUP BY AN ACT OF PARLIAMENT)". Navigation links for Home, ICAI Digital Learning Hub, Change Password, and Logout are present. The left sidebar menu lists various member functions, with "KYM Form" highlighted by a red box and an arrow. The main content area is titled "KYM Form" and features a "Refresh" button and a "Select Your Filter Criteria" dropdown. Below these is a table with the following data:

Action	Application Seq No	Application Status	Form Submission Date (dd/MMM/yyyy)	Request Status	Membership Id	Applicant Full Name	Re
	KYM0000000	Pending					CE

Account 1 to 1 of 1 Entries

How to open the KYM Form after first time seeing it

Once the KYM Form is opened but not successfully submitted, the same will be available under Member Module option. Follow the following path:

Login into Self Service Portal
Click on Member functions
KYM Form

Information/Documents required for KYM

- ❖ PAN No. along with Proof (If already not updated)
- ❖ GST No. along with Proof (If already not updated)
- ❖ Latest passport size official Photograph along with Id proof
- ❖ Permanent Address along with supporting document
- ❖ Designation in Employment (If applicable)
- ❖ Self Employed Details (Those who are neither in practice nor in employment)
- ❖ Professional Address along with supporting document
- ❖ Independent Directorship details (Details of Director Simpliciter not required)
- ❖ Details of pending cases with Professional Bodies or any court/authority , if applicable
- ❖ Declaration for its correctness and Section 8 compliance.

PAN CARD Details

- **Members can update their PAN card and attach Scanned copy of Original PAN Card .**
- **In case, any member do not have PAN Card of India, they may skip this option.**

Latest Photograph and ID Proof


Member's need to upload his latest photographs and can upload any one of the following documents –

- ❖ Driving License (Having Validity)**
- ❖ Passport (Front and Back Copy and having validity),**
- ❖ Voter Id (Election Card - Front and Back Copy),**
- ❖ Pan Card**

Note : Before uploading the document , kindly select the type of document.

Screen Shot of Photo and ID update

Applicant Details Close X

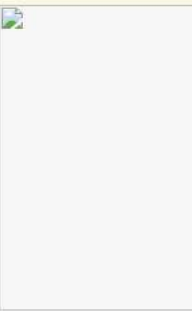
 **THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
(SETUP BY AN ACT OF PARLIAMENT) Help Back to Main Menu

PLEASE UPLOAD THE DOCUMENT IN CASE PAN NO. AND GSTIN NUMBER IS UPDATED.
ONLY SCANNED COPY OF ORIGINAL DOCUMENTS IS TO BE UPLOADED.

Identity Detail

NOTE : UPLOAD RECENT PASSPORT SIZE COLOUR PHOTOGRAPH OF DIMENSION 3.5CM X 4.5 CM WITH CLEAR BACKGROUND.

Upload Your Recent Passport Size Color Photograph (Most Recent).* [Click Here](#) **Uploaded**



Select Document To Upload.*
PAN Card

Upload The Document In Support Of Photograph.* [Click Here](#) **Uploaded**

Windows taskbar: Type here to search, 37°C Haze, 5:12 PM 7/3/2023


Prescribed Documents of Permanent Address proof

Any one of the following documents –

- Driving License (Having Validity),
- Passport (Both Front and Back Page and having validity),
- Voter Id (Election Card - Both Front and Back Page),
- Electricity/ Water/ Gas Bill (not more than 3 months old)
- Property Tax Receipt
- Rent Agreement (Should be on Stamp Paper and not expired)
- Bank Statement not older than 3 months (Statement of your Individual name only)
- In case, you are residing with your parents or relatives, you can upload the electricity/water/Gas Bill/ Property Tax Receipt Documents of your close relatives along with permission letter from them.(Format Attached).

Screen Shot of KYM Form related to Permanent Address

Applicant Details Close X

 **THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
(SETUP BY AN ACT OF PARLIAMENT) ? Help Home Back to Main Menu

Permanent Address Details

NOTE: IF YOU WISH TO UPDATE PERMANENT ADDRESS OTHER THAN INDIA, KINDLY UPDATE THROUGH PROFILE EDIT FORM.

Existing Permanent Address Details *

Are The Existing Address Details Correct? *

Yes No

NOTE: IN CASE MEMBER IS RESIDING WITH HIS RELATIVE, HE MAY UPLOAD PRESCRIBED DOCUMENTS OF THEIR RELATIVE ALONG WITH A CONSENT LETTER FROM YOUR RELATIVE.

Select Document To Upload. *

Upload The Document As A Proof Of Address (KYC) * [Click Here](#) **Uploaded**

Points to remember while filling the Permanent Address

- In case you are residing with your close relatives such as Father, Mother, Spouse, Brother/Sister, Son/Daughter, kindly upload a No objection letter taken from your relative in the given format along with any one documentary proof required for permanent address.
- In case you are residing with your relatives/ Friends other than Father, Mother, Spouse, Brother/Sister, Son/Daughter, kindly upload a No objection letter taken from your relative/Friend on Non-Judicial Stamp Paper in the given format along with any one documentary proof required for permanent address.

Format of No Objection Letter taken from Close Relative

On Plain paper to be signed by Parents, Spouse, Brother/Sister, Son /Daughter only

To whomsoever it may Concern

This is to certify that CA. _____ / _____ (Member's name/Firm name) is my _____ father/mother/spouse/brother/sister/son/daughter and he/she is residing or running his/her office on _____ (address of the premises/house/flat) which is owned by me. I have given the said premises to CA. _____ / _____ (Member's name/Firm name) on my own will & I have no objection of using the said premises by (Member's name/Firm name) for official/residential purpose & also providing my documentary proof of said premises to ICAI.

Signature of owner with address & contact no.

Date:

Place:

Format of No Objection Letter taken from other than close relative/friends

On Non Judicial Stamp to be signed by Relative / Friend who have given the his own Premises to the said Member for residing or running office at his place without rent agreement

I Mr./Ms.-----son/daughter of -----age -----years, resident of -----
--, do hereby solemnly affirm and declare as under :

I am an owner of premises situated at -----.

CA. ----- (M No. -----) son/daughter of ----- is my relative/friend.

I have given the aforesaid premises to CA. ----- for residing/running the office on the said premises from dated -----

I have given the said premises to CA. -----/----- (Member's name/Firm name) on my own will & I have no objection of using the said premises by -----/----- (Member's name/Firm name) for official/residential purpose & also providing my documentary proof of said premises to ICAI.

This declaration is hereby executed and submitted to the concerned authorities.

I hereby state that whatever is stated hereinabove is true to the best of my knowledge.

Solemnly affirmed at _____ On this ____ day of _____ 20)

(Signature of Owner of Property).


Witness : 1.

2.

Employment Details

1. You can not update your Employment / Engagement Under Regulation 190A through KYM form.
2. In case, your details are not updated, kindly update the same through Employment/ Engagement form available in 'Member Function' of Self Service Portal.
3. However, you can update your present designation in current employment through KYM Form.

Screen Shot of Employment Option

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
(SETUP BY AN ACT OF PARLIAMENT) ? Help [Back to Main Menu](#)

Basic Details **Employment Details** Firm Details Other Details Declaration

Existing Employment Details (As last recorded with ICAI)

NOTE : Only Member in Employment can update their Present Designation from This Form, In can you want to add or remove your employment in Industry , kindly visit the 'Employment/Engagement Option' on Self-Service Portal (SSP)

Sr No.	Organization Name	Organization Address	Start Date of Employment	End Date of Employment	Designation
1	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	ICAI BUILDING, 100, BROADWAY, NEW YORK, NY, USA	01/01/2011		EXECUTIVE COUNCIL

Update Current Designation Other Designation*

Update Self Employment Details (Other than CA Profession)


NOTE : Member neither in Employment or Practice but Engaged in some other work can fill in this option

Self Employed details

- Self Employment means a member who is neither holding COP nor in Employment but doing any business or providing free lancing services.
- Only these members can update their Self Employment details in KYM Form through Self Employed details option.
- Members can not update their employment details through this option.
- Also, Members holding COP can not update their engagement through this option.
- Members who are presently working as partner in any CA Firm/LLP/MCS Company, are not required to update their details through this option. They can update their details through Firm Function of Self Service Portal

Screen Shot of Self-Employed Option

Account Details Close ✕

 **THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
(SETUP BY AN ACT OF PARLIAMENT) ? Help ↗ Back to Main Menu


OTHERS

Update Self Employment Details (Other than CA Profession)

NOTE : Member neither in Employment or Practice but Engaged in some other work, can fill-in this option

Update Self Employment / Business Details (Not Covered Under 190A)

Update Self Employment Details (Engagement Details)

Name Of Organisation	Designation	Date Of Joining*	Address
<input type="text" value="NAME OF ORGANISATION"/>	<input type="text" value="DESIGNATION"/>	<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value="ADDRESS"/>

Upload Registration / GST Document In Support [Click Here](#)

[Back](#) [SAVE AND NEXT](#)

Professional Address – Documents

Sl. No	Member Status	Professional Address	Documents Required
1.	Member not holding COP and also not in employment	Place of Residence	Documents as mentioned in Permanent Address.
2.	Member in Employment (other than CA Firm)	In case, member choose the place of Employment	Certificate of address issued by the Employer at his/her letter <u>head</u> .
		Or Place of Residence	Documents as mentioned in Permanent Address.
3.	Member Employed as Paid Assistant in CA Firm	Professional Address of Employer	Certificate of address issued by the CA Firm.(Format Attached)

Professional Address – Documents

4.	Member holding COP and not In-charge of firm/ branch & also not the Paid Assistant with Firm	Place of Profession	<p>Any one of document-</p> <ul style="list-style-type: none"> i. Electricity/ Water/ Gas Bill not older than 3 months, ii. Property Tax Receipt iii. Rent Agreement(Should be on Stamp Paper and should not be expired, may be with Nil rent), iv. Bank Statement of not older than three month, v. GST Certificate, <p>Note :</p> <ol style="list-style-type: none"> 1. Documents mentioned (i) to (iii) of above may be in the name of Firm or in the name of proprietor/ any partner. However, documents mentioned (iv) & (v) above should be in the name of firm. 2. Office occupied by you which is in parents or relatives(Father, Mother, Spouse, Son/Daughter) place, you can upload documents (i) to (iii) of above in the name of your parents/relatives along with their permission letter.(Format Attached) 3. Office occupied by you which is in relative's (other than Father, Mother, Spouse, Son/Daughter) place or friend's
			<p>place, you can upload documents (i) to (iii) of above in the name of your relative/friend along with their permission letter on Non-Judicial Stamp Paper.(Format Attached)</p>

Professional Address – Documents


5.	Member Holding Part Time COP and Partner with CA Firm	Professional Address of Employer or Firm	Attached the documents on the basis of your selection of address. In case, you select the employer address, attached the document as mentioned in point 2 above. Otherwise, attached documents as mentioned in point no. 4 above.
6.	Member holding COP and Head In-charge of firm or a Branch	Address of HO or Branch as the case may be.	<p>Any one of the following documents-</p> <ul style="list-style-type: none"> i. Electricity/ Water/ Gas Bill not older than 3 months, ii. Property Tax Receipt iii. Rent Agreement(Should be on Stamp Paper and should not be expired, may be with Nil rent), iv. Bank Statement of not older than three month, v. GST Certificate, <p>Note :</p> <ol style="list-style-type: none"> 1. Documents mentioned (i) to (iii) of above may be in the name of Firm or in the name proprietor/ any partner. However, documents mentioned (iv) & (v) above should be in the name of firm, if the member is partner in the firm. 2. Office occupied by you which is in parent's or relative's (Father, Mother, Spouse, Son/Daughter) place, you can upload documents (i) to (iii) of above in the name of your parent's/relative's along with their permission letter.(Format Attached) 3. Office occupied by you which is in relative's (other than Father, Mother, Spouse, Son/Daughter) place or friend's place, you can upload documents (i) to (iii) of above in the name of your relative/friend along with their permission letter on Non judicial Stamp Paper.(

Note: Members cannot update their professional address through KYM, they need to submit separate application through Firm Module to update the change.

Points to Be noted while updating the Professional Address

1. Member who are not in charge of any branch need to update their HO/ Branch address as Professional address.
2. Members can Provide GST Registration document as proof of professional address for all the partners in relation to HO and Branch office.
3. Member who is a partner or Proprietor of a CA Firm should submit the Professional Address document in the name of the Firm . However, document such as Electricity/Water/Gas Bill and Property Receipt can be in the name of partner/Proprietor/Firm Name.
4. In case of Paid Assistant, a letter issued by the CA Firm mentioning the address of employment should be uploaded as professional address proof.
5. Members who are holding part time COP should provide professional address on the basis of their employment.
6. Member who is in charge of any Branch or HO can update their professional address through Firm Function only.

Screen Shot of Independent Director details



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(SETUP BY AN ACT OF PARLIAMENT)

? Help 🏠 Back to Main Menu

Basic Details Employment Details Firm Details **Other Details** Declaration

Independent Directorship Details

Whether Member Is Holding The Independent Directorship With Any Company: *

Yes No

DIN No. *	CIN of the Company *	Company Name *		
<input type="text" value="DIN NO."/>	<input type="text" value="CIN OF THE COMPANY"/>	<input type="text" value="COMPANY NAME"/>	<input type="button" value="+"/>	
<input type="text" value="DIN NO."/>	<input type="text" value="CIN OF THE COMPANY"/>	<input type="text" value="COMPANY NAME"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="DIN NO."/>	<input type="text" value="CIN OF THE COMPANY"/>	<input type="text" value="COMPANY NAME"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="DIN NO."/>	<input type="text" value="CIN OF THE COMPANY"/>	<input type="text" value="COMPANY NAME"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="DIN NO."/>	<input type="text" value="CIN OF THE COMPANY"/>	<input type="text" value="COMPANY NAME"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Note : Independent Director (Director Simplicitor i.e. Simple Director only for attending Board Meeting and received only [Sitting Fees) need not to submit Engagement Form in addition to KYM Form to update their directorship information.²⁴



Thank You